




Roles and Responsibilities Quick Reference Guide

Employer	<ul style="list-style-type: none"> ▪ Helping the injured workers obtain medical services ▪ Establishing a reporting procedure for employees to follow ▪ Assisting the injured workers in completing in-house accident/incident report ▪ Certifying or rejecting the claim ▪ Staying in touch with the injured worker
	<ul style="list-style-type: none"> ▪ All First Report of Injuries (FROIs), claims and medical bills should be directed to Minute Men OhioComp ▪ Medical management ▪ Utilization review ▪ Paying health-care providers for their services ▪ Education of injured workers, employers, and health-care providers about the BWC's Health Partnership Program ▪ Answering questions regarding medical bills ▪ Answering questions regarding medical treatment ▪ Coordinate return to work services.
Ohio BWC	<ul style="list-style-type: none"> ▪ Assignment of claim numbers ▪ Determination of allowed conditions ▪ Payment of compensation ▪ Identification of fraud ▪ Education of injured workers, employers and health care providers about the BWC's Health Partnership Program ▪ Drug reviews, prescription questions 1.888.796.3864
TPA (Third Party Administrators)	<ul style="list-style-type: none"> ▪ Hearing representation – TPAs are a party to the claim and available to attend hearings to represent the employer ▪ Claims administration assistance in determining compensation and ensuring timely resolution ▪ Handicap reimbursement ▪ Actuarial analysis ▪ Group Rating programs
Injured Workers	<ul style="list-style-type: none"> ▪ Reporting on the job accident to their employers promptly ▪ Completing all claim related paperwork promptly and thoroughly ▪ Keeping the employer and Minute Men OhioComp informed of recovery progress
Healthcare Providers	<ul style="list-style-type: none"> ▪ Providing timely and appropriate treatment for the injured worker ▪ Follow-up care and communication with the Minute Men OhioComp and employer regarding medical and work status ▪ Offering health management services or programs for companies ▪ Providing Physician Report of Work Ability

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